

DATE: [mm/dd/yy]

TO: [Receiver(s) of this Delivery – name/Code] [Mission Acronym] [Title]

CC: [List names and titles of people that should receive a copy of this VDD. Include Branch Management/582]

FROM: [Sender's Name/Code] [Mission Acronym] [FSW Subsystem Acronym] [FSW Development Team Lead or Product Development Lead]

RE: Delivery of [Mission Acronym] [FSW Subsystem Acronym] Version [X.Ya] Flight Software

TARGET SYSTEM: [Intended target for this delivery]

This Version Delivery Letter documents the delivery of [Mission Acronym] [FSW Subsystem Acronym] Flight Software, Version [X.Ya]. The Version Description Document (VDD) for this Version is located at [location of VDD].

[If the delivery is to an external organization (i.e., outside of the FSW Team), summarize the purpose of this delivery to this target.

Explain any special instructions associated with this delivery to this target.

Indicate the level of test performed on this delivery (e.g., Build Integration Test if being delivered to the FSW Build Test Team. If Build Verification Test is already complete then identify where the BVT test report is located).

List any DCRs against this delivery that are not included in the referenced VDD (most probably because they were submitted after preparation of the VDD).

If this build is to be delivered external to the FSW team, and without build verification test, indicate who requested/authorized this delivery.]

The signature below indicates that the following configuration audit was done for this delivery: the [Development Team Lead or Product Development Lead] has verified that all requirements, DCRs and associated software meant for this release are being delivered.

[Name/Code] [Mission Acronym] [FSW Subsystem Acronym] Flight Software [Development Team Lead or Product Development Lead]

Template Notes/Instructions (delete this page before delivery)

This Delivery Letter (DL) is intended to be used for delivery to a single target system. The concept of the DL/VDD combination is that if a build is delivered to more than destination, then each destination will receive the same VDD but a different (target-specific) Delivery Letter.

This table shows the update history for the DL Template.

Version	Date	Description	Affected Pages
1.0	09/30/04	Initial Version	All
1.1	03/29/05	Addition of Audit statement above signature	All
1.2	06/29/06	DCR #167	All